CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
Karen Ross, Secretary

February 12, 2013

DMS NOTICE
D- 13 - 2
DISCARD: RETAIN

TO: WEIGHTS AND MEASURES OFFICIALS

SUBJECT: Registered Service Agent Examination – Change in Examination Procedures

Since the online Registered Service Agent (RSA) examination was unveiled in July 2012, more than one hundred persons have successfully obtained a new or renewal RSA license from the Division of Measurement Standards via this method. The Division has determined that exclusive use of this format will create workplace efficiencies and reduce the amount of paper we process.

Effective April 1, 2013, the Division of Measurement Standards will discontinue the use of hard copy RSA examinations. Please return all remaining hard copy examination materials to the Division by April 15, 2013. To save postage, the examination materials may be given to a Division employee or the Department of Food and Agriculture's County/State Liaison. Division staff and the Liaison are to return all examination materials to Division headquarters by June 1, 2013.

A person wishing to take the RSA examination on or after April 1, 2013 must take the test online that is available at https://apps4.cdfa.ca.gov/serviceagentexam/. The applicant's driver's license number must be entered before the test can begin; thus, they will not be required to take the test under proctored conditions at a county facility. Notice of these procedural changes will be sent to all Registered Service Agencies.

If you have any questions please contact Kevin Batchelor at (916) 229-3000 or via e-mail at Kevin.batchelor@cdfa.ca.gov..

Sincerely,

Kristin J. Macey
Director

cc: Gary Leslie, Acting County/State Liaison, CDFA